

Workplace Alaska

Class Specification Information Officer I

Created:
08/12/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P3613
Class Outline Cat: B
Approved by:

Class Code: PE0641
Class Range: 14
Class Status: Active

Category:
Original Date: 11/25/1969

Class Title: Information Officer I
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:
5/1/70; 11/23/76; 5/1/77;
04/16/1983 - MQs
09/25/2008 - Workplace AK spec revision: Added Census
Job Code and AKPAY Code fields; Replaced Category field
with Class Outline Category; Updated EEO4, SOC, and Class
Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 27-3031 **Census:** 02

Last Update Comments:

Definition:

Under general direction, plans, coordinates and performs information dissemination programs for a state agency whose programs are relatively well established and accepted; may perform more complex information officer duties under supervision of a higher level Information Officer in large information units.

Distinguishing Characteristics:

Positions allocated to this class have responsibility for performing public informational and publicity duties for a department whose activities and programs are not generally contested and not regularly subject to criticism; are generally well established, factual and consistent. They disseminate information to bring about and enhance understanding where it is anticipated there will be little negative public reaction, and where programs have minimal impact on the general populace.

Examples of Duties:

Plans and carries out a program of newspaper releases, radio and television scripts, pamphlets, and special articles to inform the public and department and other state employees of department or division activities and programs.

Assists writers, photographers, and line operative personnel who are organizing independent material for public relations duties.

Screens, extracts, abstracts, and compiles general information of program and project activities.

Provides editorial assistance to other members of the department staff, and screens and verifies propriety of external information.

Answers requests from the general public and other agencies for information about departmental activities and plans.

Plans lay-out of display and advertising material, to include choice of photographs and coordination of pictorial presentation with copy; may prepare copy for printing.

Edits and publishes departmental newsletters, brochures, and other publications as part of various other general information duties.

Compiles information and prepares speeches.

May supervise professional, clerical and technical personnel.

Performs other related work as required.

Knowledge, Skills and Abilities:

Knowledge of principles and practices of news and feature writing, to include compilation, abstraction, extraction, editing and layout of informational, educational and promotional information; English grammar, punctuation, spelling and theme continuity; printing types, graphic arts preparation and usage, and appropriate applications of various types of informational material.

Ability to write clear and concise news releases, articles, circulars, periodicals and related materials; establish and maintain cooperative working relationships with the news media, department operative personnel, and other agencies; work effectively with others.

Minimum Qualifications:

Bachelor's degree or the equivalent from an approved college with major course work in journalism, communications media, education,

English, literature, fine arts, library science or a related field, AND one year of experience in journalism, radio, television, photography, advertising, sales, public relations, freelance writing, education, library work or other information dissemination field;

OR

Nonspecific bachelor's degree AND three years of specific related experience;

OR

Four years of specific related experience.

Substitution: Specific graduate study may be substituted for the experience on a year-for-year basis.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a bachelor's degree or the equivalent from an accredited college with a major in journalism, communications media, education, English, literature, fine arts, library science, or a related field?

AND

Do you have one year of experience in journalism, radio, television, photography, advertising, sales, public relations, freelance writing, education, library work, or other information dissemination field?

Or Substitution:

Do you have a bachelor's degree from an accredited college?

AND

Do you have three years of experience in journalism, radio, television, photography, advertising, sales, public relations, freelance writing, education, library work, or other information dissemination field?

Or Substitution:

Do you have four years of experience in journalism, radio, television, photography, advertising, sales, public relations, freelance writing, education, library work, or other information dissemination field?

Or Substitution:

Do you have a bachelor's degree or the equivalent from an accredited college with a major in journalism, communications media, education, English, literature, fine arts, library science, or a related field?

AND

Do you have a combination of one year of graduate study from an accredited college (two semester or three quarter hours equal one month of experience) and experience in journalism, radio, television, photography, advertising, sales, public relations, freelance writing, education, library work, or other information dissemination field?